

COMPANY INFORMATION - Required

Company Name _____ Co Tax ID _____

➤ **Instructions for Use: Complete any of the following sections depending on the maintenance to be performed.**
PROGRAM ADMINISTRATORS

Program Administrators are individuals authorized to administer Company's Program pursuant to Section 4 of the Commercial Credit Card Agreement. Individuals authorized as Program Administrators are able to manage the credit card program and may call into customer service on behalf of the program and all cardholders. *If eZBusiness access is also needed, an existing company admin can add them or submit a separate eZBusiness form to request that access.*

Name _____	Title _____
Action <u>Add / Remove</u> Phone # _____	Email _____
Name _____	Title _____
Action <u>Add / Remove</u> Phone # _____	Email _____

CARD MAINTENANCE REQUESTED

Change Existing Cardholder Limit – Note: Changes may only be made to individual cardholder limits and not at the company level using this form. Changes are allowed to be either temporary or permanent changes. **If temporary change, must provide the expiration date when the limit will return to the current limit.*

Cardholder Name	New Limit Requested	Change Type	Expiration Date*
	\$	Permanent / Temp	
	\$	Permanent / Temp	
	\$	Permanent / Temp	

Close Existing Card – Note: Adding new cards can be handled in eZBusiness by a company admin or requested with a Commercial Card Request Form.

Cardholder Name	Last 4 of Card #	Requested Closure Date	Reason for Closure

Rewards Program Householding

Rewards householding allows the company to aggregate points under the primary card designated below and will limit redemption to just that cardholder or designated individual(s). If householding is removed, individual cardholders will be able to redeem the rewards points earned on each of their cards.

_____ Add Household _____ Change Head of Household _____ Remove Householding

Primary Cardholder, ie. "Head of Household"	Last 4 of Card #

Note: If the account is centrally billed, the central bill account will be used as the head of household unless otherwise instructed.

NOTES AND/OR REQUEST OTHER TYPE OF MAINTENANCE
COMPANY AUTHORIZATION - Required

Company hereby acknowledges and authorizes MidFirst Bank to change Company's Card Service as designated on this Card Maintenance Form. Company acknowledges that it has reviewed and reaffirms its agreement to be bound by the terms and conditions of its Card Agreement with MidFirst Bank. Signatures delivered by facsimile transmission or by email delivery of a ".pdf" or "scan" format data file shall be given the same legal force and effect as original ink signatures.

Signature _____	Date _____
Signer Name _____	Title _____

Return the completed and signed form via:

Email: CreditCardServices@midfirst.com
Fax: 405-767-6063

Mail: MidFirst Bank, Attn: Credit Card Services
P.O. Box 54370, Oklahoma City, OK 73154